



**Ivington C of E
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

**Pre-school Uncollected Child
Policy**

Approval of the Governing Body

This document is a statement of the aims, principles, and strategies for:

Pre-school Uncollected Child Policy

At

Ivington C.E. (VA) Primary and Pre-school.

It was revised during the:

Spring Term 2025

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

Spring Term 2027

Or sooner if necessary.



Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

Pre-school Uncollected Child Policy 2025

In the event that a child is not collected from Ivington Pre-school by an authorised adult by their expected collection time we will put into practice agreed procedures. The child will receive a high standard of care to cause as little distress as possible. We will inform parents/carers of our procedures so that if they are unavoidably delayed they will be reassured that their children will be cared for properly.

Procedures

Parents are asked to provide the following specific information when their child starts attending our nursery which is recorded on our Admission Forms:

- Home address and telephone number
- Place of work, address and telephone number (if applicable)
- Mobile telephone number
- Name and addresses, telephone numbers of adults who are authorised by the parents to collect their child from nursery.
- Who has parental responsibility for the child.
- Emergency contact details including name, address and phone number for a person who could be contacted in the event that we are unable to contact parents/carers.
- A password to be used in the event that someone different than those named on the

Admission Form needs to collect the child.

- We are dependent on parents ensuring that they keep us up to date with any changes of telephone numbers to enable us to keep our records up to date.
- On occasions when parents are aware that they will not be at home or their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents, or persons normally authorised to collect their child, are not able to collect the child they provide us with the written details of the name, address and telephone number of the person who will be collecting their child. We will agree with parents that we will also use the password system to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect their child as planned that they will inform us as soon as possible by contacting the school office on 01569 720216
- If a child is not collected at their expected collection time, we will follow the procedure below:
 - The register and emails are checked for any information about changes to normal collection routines. If no information is recorded, parents/carers are contacted at home or at work.
 - If this is unsuccessful, the adults or Emergency contact who are authorised by the parents to collect their child are contacted.
 - All reasonable attempts are made to contact parents or other named authorised adults.
 - The child does not leave the premises with anyone other than those named on the Admission Form.

- If no-one collects the child within 30 minutes of their anticipated collection time and there is no named authorised person who can be contacted to collect the child, we apply the procedures for uncollected children.
 - Contact West Mercia Police via 101 as they may have information regarding the parents/carers
 - Contact MASH – 01432 260800 – last call as police is the priority at this stage
 - The child stays in school in the care of two staff, one of whom will be well known to the child until the child is safely collected either by the parents or by a social care worker, or another person specified by social care.
 - Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
 - We will ensure that the child is not anxious and we do not discuss our concerns in front of them.
 - Once the situation has been resolved, the reason the circumstances arose will be established will be recorded and steps to avoid recurrence will be taken by the school and parents/carers.
 - Depending on the circumstances, we reserve the right to charge parents for the additional hours the child remained at nursery.
 - Ofsted may be informed.